

DEPUTY POLICE CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Deputy Police Chief position exists is to Plan, direct, and control the operations of the Uniformed Services Bureau or Investigative Bureau for the City's Police Department. This classification performs responsibilities under general direction from the Police Chief.

ESSENTIAL FUNCTIONS:

Plans, directs and oversees the programs, work and personnel in the Uniform Services or Investigative Services bureaus. Plans for and deals effectively with employee relation situations. Observes, assigns, directs and supervises personnel. Approves all personnel related matters - selection, disciplinary actions, performance reviews, etc. for the department. Testifies at City personnel board hearings.

Provides leadership and supervises Police Captains and/or Civilian management staff. Observes the work of personnel to ensure compliance with departmental and City goals, strategies, and policies.

Assists the Police Chief in establishing and administering departmental goals and objectives; strategic plan; appropriate standards of conduct for all police personnel; an internal communications program and process; effective departmental programs; policies and procedures. Reviews and recommends changes to current departmental programs, policies and procedures. Manages organizational change. Promotes and supports community based policing.

Acts as Police Chief as necessary.

Communicates, orally and in writing, with other City staff, law enforcement agencies, and City Council to solve concerns or problems, make recommendations, present programs, and provide information. Comprehends and analyzes complex written and verbal police materials. Expresses ideas clearly and concisely, both orally and in writing. Makes oral presentations.

Operates a variety of standard office equipment including a personal computer that requires continuous and repetitive eye and arm or hand movement.

Assists the Police Chief/Executive Assistant Police Chief in planning, administering and presenting the department's annual operating budget.

Maintains AZPOST certification. Operates and maintains proficiency with a handgun. Responds to emergency and crime scene situations as needed. Testifies in court.

Commands the respect of and provides leadership to sworn and non-sworn police personnel. Supports organization strategies. Effectively manages change.

Operates and maintains proficiency with a firearm.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

The rules and regulations of the Police Department, relevant Federal and State Laws, City Ordinances, and the approved principles, practices, procedures, operation and organization of police work.

The theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations

The theories, principles, and practices of effective public administration, with special reference to department policies, personnel, and budget administration

Modern management techniques, supervisory practices, and evaluation methods

Governmental organization and management

The principles and methods of budget preparation and monitoring

The activities, objectives, and ideas of police services and operations

The facilities, equipment, and personnel needed to provide police services and operations

The laws and court decisions affecting police departments.

Ability to:

Assist with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal police department

Organize and direct the activities of a large staff engaged in providing police services

Directly supervise special functions or programs as may be assigned by the Police Chief

Organize and direct personnel in emergency situations

Deal effectively with the general public and representatives of other law enforcement agencies, City departments, state, county, and federal governments, and private agencies in coordinating activities and resolving problems

Establish and maintain effective working relationships with staff, City officials, community organizations, and the general public

Act as Police Chief in the Police Chief's absence.

Possess a valid standard Arizona driver's license with no major driving citations in the past 39 months.

Education & Experience

A Bachelors degree in Criminal Justice, Public Administration or related field and over two years of recent experience at the level of a Police Captain. Additional training in seminars and course work is desirable. Must maintain AZPOST certification.

FLSA Status: Exempt

HR Ordinance Status: Unclassified